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No. 78

January 15, 1931

News Letter

Management Index

It has just been decided that the Association will prepare and publish this Spring a Management Index which will be a complete index to everything which the American Management Association has ever published—thoroughly cross-referenced. It will include even references to discussion sections of papers and to the abstracts in *The Management Review*.

It will be revised each year.

This will greatly facilitate the use of the Association's publications for reference purposes.

Personnel Conference

The Annual Personnel Conference of the Association will be held at Niagara Falls, N. Y., February 2 and 3, 1931. Some changes have been made in the program since the last News Letter was issued, two round table conferences being arranged for Monday evening, February 2 and three for Tuesday afternoon, the 3rd.

Public Relations Conference

The Public Relations Conference will be held at Niagara Falls, N. Y., on February 4, 1931. The program includes the following papers:

Management's Responsibilities—The Changing Attitudes of the Public, the Consumer, Employees and Management Itself, by WILLIAM J. GRAHAM, Vice President, Equitable Life Assurance Society of the United States.

Public Relations Aspect of Employee Relations, by C. S. CHING, Director of Industrial and Public Relations, United States Rubber Company.

Public Contact Training, by BYRON F. FIELD, Superintendent Training Division, Commonwealth Edison Company.

Public Contact Training in the Hotel Industry, by F. A. MCKOWNE, President, Hotels Statler Company.

Public Contact Training in a Department Store, by MISS BESS BLOODWORTH, Vice President in Charge of Personnel, The Namm Store.

Public Contact Training in a Chain Store Organization, by COL. C. O. SHERRILL, Vice President, The Kroger Grocery & Baking Company.

C. Alison Scully, Vice President, Bank of Manhattan Trust Company, has been elected Vice President in Charge of the Division.

Insurance Conference

The first conference of the Insurance Division, second meeting of the Association on the subject, will be held at the Palmer House, Chicago, Illinois, on Monday, Tuesday and Wednesday, April 27, 28 and 29, 1931.

The topics which will be discussed are:

Multiple Location Floater Insurance, by ALBERT W. PELL, Treasurer, Lamont, Corliss & Company.

Foreign Marine Insurance, by ALAN M. MACINTIRE, Assistant Treasurer, United Fruit Company.

Domestic Marine Insurance, also by MR. MACINTIRE.

Use and Occupancy Insurance, by P. D. BETTERLEY, Assistant Treasurer, Graton & Knight Company.

Catastrophe Hazards. By a speaker to be announced.

Prevention of Losses, by A. T. BELL, Secretary, Leeds and Lippincott Company; Chairman of Executive Committee, National Fire Protection Association.

Products Liability, by L. H. WIGGERS, Insurance Manager, The Procter & Gamble Company.

Employers' Public and Contingent Liability Risks, by D. M. LOUGHMAN, Insurance Director, General Outdoor Advertising Company.

Business Life Insurance, by a speaker to be announced.

A feature of the Conference will be a visit to the Underwriters' Laboratories and two round table sessions for discussion of any insurance problems which the members would like to have brought up.

There will be a registration fee of \$10 for all non-members.

New Members

The following have joined or enlarged their memberships in the Association since December 15, 1930.

Company

Class D

Standard Oil Company (Indiana)

Limited

The Akron Times Press
Factory Insurance Association
W. R. Grace & Co.
Charles Hecht & Company
Hood-Falco Corp.
Kasco Mills
Merck & Co., Inc.
Smith Insurance Service

From Other Countries

Compania Chilena de Electricidad—Chile, S. A.
Par-Tex Foundation Co., Ltd.—Canada
Waldes & Co., Inc.—Czechoslovakia

Individual

Thirty-five individual members have joined the Association since December 15, 1930.

International Management Congress

The next International Management Congress will be held at Amsterdam, Holland in 1932. American participation is being arranged by the International Management Congress Committee for the United States of which Mr. L. P. Alford, Vice President of The Ronald Press Company, is chairman.

Mr. Sam A. Lewisohn, Chairman of the Board of the American Management Association and Vice President of the Miami Copper Company, and Henry S. Dennison, President of the Dennison Manufacturing Company and President of the Business Research Council, Inc., are Honorary Chairmen.

The American Management Association will be represented on the Committee by J. M. Economist, International Trade Association Company; Dwight T. Farnham, Federal Department, Peat, Marwick, Main & Company, and the Managing Director of the American Management Association.

Production Conference

The Annual Conference of the Production Division will be held at Rochester, N. Y., June 1 and 2, 1931, the exact date to be later.

The theme again this year will be "Manufacturing Overhead."

Conference and Committee

A study of the Committee technique has been arranged by the Production Division. The subscription arranged by the Production Division is under the direction of Mr. J. M. Powell, American Management Association.

It has been decided that the Committee technique of the American Management Association will be offered as a special investigator.

Cleveland Management

The Production Division of the American Management Association will hold a Meeting of the Management Association of the American Society of Mechanical Engineers in Cleveland during the week of June 15, 1931. The meeting of the Material Division of the American Society of Mechanical Engineers will be held at the same time.

Among the subjects to be discussed will be the Management Division of the American Management Association.

Drafting Room Management, Waste, Management in Maintenance Management, Equipment, Incentives for

Management Association is represented by E. E. Lincoln, National Telephone and Telegraph Co., Farnham, Manager Industrial Marwick, Mitchell & Company Director.

Production Conference

Conference of the Production Division, Rochester, N. Y., probably on the exact dates to be determined

this year will be Control of Overhead.

Committee Technique

Committee and Conference Technique changed and financed by private and by *The Inquiry* and will be of Mr. Glenn A. Bowers, Industrial Management Association, and Dr. Leona

and that the conference and committee of the American Management Association as one field of study by the

Management Conference

Division of the American Management will cooperate in the Annual Management Division of the American Mechanical Engineers to be held at the week of April 13, paralleling Materials Handling Division of Society of Mechanical Engineers.

Topics to be discussed at the meeting of the Division are:

Management, Elimination of Waste in Materials Handling, Management, Plant Lay-Out and Savings for Indirect Labor.

Extra Copies of Publications Available to Members Only

on

Financial Management

- ☐ Functions of Financial and Accounting Executives—F. M. 23.....\$1.50
By F. M. KASCH, E. B. OVERBECK, GEORGE D. HOPKINS, C. E. JARCHOW and A. FERROW.
- ☐ Operating a Thirteen Month Work Calendar—F. M. 26.....1.00
By L. J. STEWART, PAUL H. WILSON, C. T. KING, SETH L. BUSH, PHILIP W. SMITH, O. L. KOEHN, M. B. FOLSOM.
- ☐ Corporation Contributions to Community Welfare Agencies—F. M. 30......75
By MARK M. JONES, Consulting Economist.
- ☐ Technique of Costing Marketing Activities—F. M. 29.....1.00
By J. P. JORDAN, Partner, Stevenson, Harrison & Jordan.

Office Management

- ☐ Office Working Conditions and Extra Compensation Plans—O. M. 30.....\$1.00
By H. J. TAYLOR, Assistant to President, Personnel, Jewel Tea Co., Inc.
- ☐ Office Planning, Personnel and Service Departments—Their Functions and Relationships—O. M. 41......75
By HAROLD C. PENNICKE, Manager, Planning and Personnel, American Central Life Insurance Company.
- ☐ Incentives for Office Workers—O. M. 42......75
By C. A. BETHGE, Vice-President, Chicago Mail Order Company.
- ☐ Management as Applied to Public Utility Billing Problems—O. M. 43......75
By JOHN L. CONOVER, Auditor, Gas Department, Public Service Electric and Gas Company.

Production

- ☐ How Can Account Classification, Ratios and Budgets, Best Contribute to Overhead Control?—Pro. 89.....\$.75
By E. S. LA ROSE, Assistant Comptroller, Bausch and Lomb Optical Co.
- ☐ Controlling Management Unit Costs Through Accounting—In Line with Changing Volume—Pro. 90......75
By E. L. LALUMIER, Vice-President, Armour and Company.
- ☐ Overhead Control to Increase Net Profits
By CHESTER S. CARNEY, Vice-President, The Trundle Engineering Company; and
Relationship of Overhead Control to Net Profits—Pro. 91......75
By THOMAS J. BURKE, Director, Cost Department, American Paper and Pulp Association.
- ☐ Post Merger Economics—Pro. 92......75
By THOMAS R. JONES, Vice-President and General Manager, Harris-Seybold-Potter Company.

Marketing

- ☐ The Truth About Advertising—Mark. 61..... \$.75
By JOHN SULLIVAN.
- ☐ The Consumer of Today and Tomorrow—Mar. 64 1.50
By GEORGE R. CAIN, OSWALD W. KNAUTH, J. W. HAYES, C. F. BROWN and FRED E. CLARK.
- ☐ The Retailer of Today and Tomorrow—Mark. 65 1.50
By GUY C. SMITH, GORDAN C. CORBALEY, GODFREY M. LEBHAR, H. R. DRACKETT, H. A. RICHMOND and JAMES H. GREENE.
- ☐ The Wholesaler of Today and Tomorrow—Mark. 67 1.50
By GORTON JAMES, H. J. TAYLOR, MARTIN J. WOLF and J. FRANK GRIMES.

Industrial Marketing

- ☐ The Wholesaler's Place in Industrial Marketing I. M. 9 \$.75
By MARTIN J. WOLF, Vice-President and General Manager, Electric Appliance Company.
- ☐ An Approach to the Problem of the Development of Industrial Salesmen—I. M. 10..... .75
By W. A. McDERMID, Consultant in Sales Management.
- ☐ Industrial Marketing Research—I. M. 11..... .75
By WALTER EMERY, Director of Commercial Research, United States Rubber Company.

The Association prints a small supply of extra copies of publications in order to meet the needs of members who wish extra copies for distribution within the company.

From the list prices

Individual members may deduct 20%
Company members may deduct 50%
and there are additional discounts
for quantities 26-100, 101-250, etc.

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AMERICAN MANAGEMENT ASSOCIATION

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